

CHIEF MEDICAL EXAMINER - CORONER
[Los Angeles County, CA]



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ROBERTS CONSULTING GROUP INC

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THE COUNTY

With a population over ten million people, the County of Los Angeles has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities, and numerous five-star restaurants. The mountains, deserts and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year staggered terms. As the governing body, the Board of Supervisors serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are seven appointed positions (Auditor-Controller, Chief Executive Officer, Chief Probation Officer, County Counsel, Director of Children and Family Services, Executive Officer of the Board of Supervisors, and Fire Chief) that report directly to the Board. The remaining 25 department heads report to the Chief Executive Officer. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of 35 major administrative units or departments that currently serve the needs of the County's residents.

The County's FY 2012-13 annual budget is almost \$24 billion and funds over 100,000 positions to serve its diverse population.

THE DEPARTMENT

The Department of Coroner is mandated by law to inquire into and determine the circumstances, manner and cause of all violent, sudden or unusual deaths occurring within the County, including all homicides, suicides, accidental deaths, and natural deaths where the decedent has not seen a physician within 20 days prior to death.

Each year approximately 18,000 cases are reported to the Coroner, of which about half fall within the Coroner's jurisdiction. The Department is responsible for identifying each decedent, notifying the next of kin, preserving the decedent's property, and determining cause of death. The Coroner conducts about 5,700 autopsies per year, making it one of the largest such offices in the world.

The FY 2012-13 budget is almost \$30 million with 209 employees. The Department is divided into five Bureaus, each handling a portion of the responsibilities of the Coroner: Administration, Forensic Laboratories, Forensic Medicine, Public Services, and Operations. In addition, the Operations Bureau is divided into three Divisions: Investigations, Forensic Photo and Support, and Forensic Services.

Construction of a new 500-body capacity crypt facility has been completed, which dramatically expanded decedent storage and improved health and safety. Renovation of the existing biological



building is underway, which will address critical needs and improve efficiency. It will also create additional doctor and autopsy space, and improve the health and safety of employees.

KEY CHALLENGES AND OPPORTUNITIES

Key challenges and opportunities facing the Chief Medical Examiner-Coroner include:

- * In addition to preserving the outstanding reputation of the Department, it will be important to maintain accreditations by NAME, ASCLD-LAB, ACGME and CME, as well as certification by POST. One of the Coroner's primary goals for 2012-13 is the successful re-accreditation of the Forensic Laboratories.
- * Continued efforts toward implementation of a DNA Laboratory designed to provide DNA services to the public and outside agencies.
- * Continued implementation of efficiencies and exploring additional cost saving measures.
- * Continued efforts to replace the outdated case tracking Coroner's Medical Examiner System.

THE POSITION

The Chief Medical Examiner-Coroner performs the statutory functions of Coroner of Los Angeles County and has complete responsibility for the overall administrative functions of the Department of Coroner under the general direction of the Board of Supervisors. This position reports to the Chief Executive Officer.

Examples of duties of the position include, but are not limited to:

- * Directs inquiries and investigations into, and determines the cause of, all violent, sudden, accidental, traumatic or unusual deaths; unattended deaths; deaths in which a criminal act is suspected; and other deaths as provided in the statutes.



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- *Directs post-mortem pathological examinations and medical investigations required to determine the cause of death. Directs the qualitative and quantitative analyses to determine the presence or absence of poisons, drugs or other chemicals. Directs the embalming and preserving of bodies. May personally perform the most difficult and responsible forensic work.
- *Provides administrative leadership, oversight and accountability for the fiscal, budget, personnel and other administrative functions and program operations of the Department. Directs the development of changes in organization, staffing, work processing and management information systems to increase efficiency and reduce administrative costs.
- *Directs the formulation and execution of policies and procedures, and evaluates performance results.
- *Directs assistance to law enforcement agencies and organ procurement agencies.
- *Maintains relations with public and news media and conducts press conferences.
- *Directs the proper execution of death certificates for all coroner cases. Directs the maintenance of medically and legally adequate records of all cases.
- *Directs the residency training program in forensic pathology, the visiting physician scholar program, and directs and supervises continuing medical education activities.
- *Directs the research, preparation and presentation of information and materials to the Board of Supervisors and other legislative bodies for the purpose of creating or amending regulations.
- *Keeps informed of new and improved methods in forensic pathology and medicine, and instructs the professional and technical staff in such methods.
- *Testifies in court as an expert witness. Directs the conduct of inquests and the preparation of medical and legal testimony for presentation to the coroner's jury, as required.



THE CANDIDATE

Minimum Requirements

- *Valid certificates issued by the American Board of Pathology in 1) Anatomic and Clinical Pathology **or** Anatomic Pathology, **and** 2) Forensic Pathology; **and**

Possession of a valid Physician's and Surgeon's Certificate issued by the Medical Board of the State of California. (Note: Reciprocity is available through application if State requirements are met. Additional information regarding this will be provided upon request.)

- *U.S. Citizenship is required for appointment to this position.

Desirable Qualifications

- *Demonstrated knowledge and ability required in the overall direction of a large, diverse, modern forensic sciences services facility and laboratory.
- *Forensic pathology experience in a coroner's office, medical examiner's office, hospital or teaching facility, including having personally conducted several thousand autopsies.
- *Demonstrated ability to effectively manage the operations of professional and technical staff.
- *Knowledge of management techniques including interviewing, evaluations, counseling and relevant human resources procedures and laws.
- *Demonstrated management skills and leadership in project development, fiscal, budget administration, and other administrative areas.
- *Demonstrated knowledge and ability required to work effectively with public officials, law enforcement agencies, community groups, private organizations and the media.

Licenses

- *A valid California Class "C" driver license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
- *Appointees are required to obtain a Coroner Peace Officer Standards and Training (POST) certificate.

Management Style and Personal Traits

The selected candidate will be someone who ensures uniform quality from staff, follows standard protocols, and is able to prioritize. This individual will encourage teamwork, establish positive internal and external relationships, and avoid conflicts of interest. In addition, this person will be a problem solver and be willing to accept responsibility, as well as give staff credit for success.

The ideal candidate will be politically astute, honest and ethical, and have good judgment. This person will also be decisive and an excellent communicator (both orally and in writing), as well as discreet, compassionate and mature.

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COMPENSATION

The annualized salary for this position is \$205,130 to \$310,481. The starting salary will depend on qualifications, salary history and career accomplishments. Specific salary placement will be based upon evaluation of a candidate's overall ability to provide exemplary leadership to the County. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP), and is compensated at MAPP Range 22. In addition, Los Angeles County provides an excellent benefits package that allows employees to choose benefits that meet their specific needs, as detailed below:

***Retirement Plan** - The successful candidate may choose either a contributory or non-contributory defined benefit plan. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

If the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013, that person's pension will be limited under the Public Employees Pension Reform Act (PEPRA). For these purposes, a "new member" is someone who first becomes a member of LACERA on or after January 1, 2013 - that is, someone first employed by the County on or after December 1, 2012 - unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. Details on PEPRA will be provided on request.

***Cafeteria Benefit Plan** - The MegaFlex Benefits Plan is a cafeteria plan through which benefits may be purchased using a tax-free County contribution of an additional 19% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employee as taxable income. Benefits available within the MegaFlex Benefits Plan include medical, dental, disability, life and AD&D insurance. (Note: Not applicable to County employees who are currently in Flex.)

***Flexible Spending Accounts** - Employees may contribute up to \$400 per month tax-free to Health Care and Dependent Care Spending Accounts. The County contributes \$75 per month to the Dependent Care Spending Account.

***Savings Plan 401(k)** - Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

***Deferred Compensation Plan (457)** - Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

***Holidays** - Eleven paid days per year.

***Transportation Allowance** - The monthly transportation allowance is \$525.

***Split Dollar Insurance** - Level life insurance death benefit of \$50,000 to \$250,000 depending on age at entry into the Plan.

SELECTION PROCESS

The process for this recruitment is highly confidential and will be handled accordingly through its recruitment and evaluation phases. References will not be contacted until a mutual interest has been established. Only the most highly qualified candidates, as determined by an initial screening process, will be invited to participate in the selection process.

The names of the most highly qualified candidates will be submitted to the Chief Executive Officer (CEO) for consideration. The CEO will make the final hiring recommendation to the County Board of Supervisors.

HOW TO APPLY

Send resumes (email preferred) by **October 26, 2012** to:

ROBERTS CONSULTING GROUP INC

PO Box 16692
Beverly Hills, CA 90209
Phone: (818) 783-7752
Fax: (818) 783-6377
Email: robertsrcg@msn.com

Resumes received before October 26, 2012 will receive early consideration.

An Equal Opportunity/ADA Employer

Additional information about Los Angeles County can be found on their website at www.lacounty.gov.

